MISSION READY TRAINING, EVALUATION AND STANDARDIZATION PROGRAMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

The Office of Primary Responsibility (OPR) for this document is 14 AF Stan/Eval (OV). This document implements and extends the guidance of Air Force Space Command Instruction AFSPCI 36-2202, *Mission Ready Training, Evaluation and Standardization Programs*, dated 3 Feb 03. The supplement describes 14th Air Force (14 AF) procedures for use in conjunction with the basic AFSPCI. It contains further guidance on Policy and Responsibilities. It applies to all 14 AF subordinate units with mission ready personnel. This publication applies to AFSPC gained Air National Guard (ANG) units that are under 14th AF when published in the ANGIND2. It also applies to Air Force Reserve units performing AFSPC operational missions when published in AFRCIND2. Only portions of this document agreed upon in the Combined Operations Agreement apply to RAF Fylingdales. For units with no mission ready personnel assigned, only Chapter 5, **New or Upgraded Systems Requirements**, and **Chapter 9 (Added)**, **Standardization Evaluation Team (SET) Inspections/Staff Assistance Visits (SAV)** apply. Coordinate supplements to the basic instruction with 14 AF/OV and HQ AFSPC/XOT, and provide a copy of the official document to the 14 AF/OV, 747 Nebraska Ave, Ste B-109, Vandenberg AFB CA 93437-6268 upon publication. IAW AFI 33-360V1, *Publications Management Program* wings/groups will not supplement the 14 AF supplement. 14 AF/OV is the waiver authority for this 14 AF supplement and waivers will be granted on an individual and controlled basis. Requests must include the specific requirement, the reason a waiver is required and when the waiver will no longer be required. Waivers and requests for clarification and guidance for this instruction will be forwarded through appropriate channels to 14 AF/OV. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 33-360, Volume2, *Content Management Program-Information Management Tool (CMP-IMT)*, affects this publication.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

It incorporates previous guidance and clarification issued since the supplement was last published. Changes provide guidance on the maintenance and use of Individual Qualification Folders (IQFs) and expand wings' responsibilities in the Training and Evaluation Metrics Analysis Program (TEMAP). Information detailing all aspects of the SET inspection process has been updated and clarified. Additionally, an extensive revision of the 14 AF Form 6, **Corrective Action Worksheet (CAW)** has been completed along with the implementation of the new 14 AF Form 14, **Training Report (TR).**

1.1.4. 14 AF/OV conducts Standardization Evaluation Team (SET) inspections and Staff Assistance Visits (SAVs). See **Chapter 9 (Added)** for further guidance.

1.1.4.2. Operational Standardization Teams (OST) will assess 14 AF High Interest Item(s) (HIIs) during visits to squadrons.

1.1.4.2.1. (Added) Coordinate OST schedules with 14 AF/OV and HQ AFSPC/IGI.

1.1.5.2. OGV/DOV will document all instances of real-world substandard performance.

1.2.6.4. (Added) Provides personnel to support SET inspections, as requested.

1.2.7.11. (Added) Oversees NAF TEMAP process. See **Chapter 9 (Added)** for further guidance.

1.2.8.3. Operations Support Squadron (OSS) reviews completed Air Education and Training Command (AETC) performance surveys from unit training shops. Forwards copies of surveys requiring HHQ assistance to 14 AF/OV.

1.2.8.8. Consistent with associate active duty group's IQF delegated management practices, AFRC associate unit IQFs may be managed and maintained by host active duty units or host OG and OSS/OSOT as applicable.

1.2.8.9. (Added) Hosts SET inspections. Provides facilities, information, documentation, and assistance as required.

1.2.8.10. (Added) 21 SW Wing Operations Center (WOC): All references to CC or Operations Officer also apply to 21 SW WOC Director and Chief of Combat Operations, respectively.

1.2.9.1. Ensures subordinate squadrons with the same Combat Mission Ready (CMR) position(s) and similar missions standardize their Annual Plan of Evaluation (APOE) as much as possible. When developed at the unit level, OGV will approve the APOE.

1.2.9.3. 14 AF/OV personnel will not be subject to evaluations or testing associated with group OST visits. 14 AF/OV personnel who are evaluator certified at units will follow all wing requirements to be CMR evaluators, including the wing evaluator certification program and recurring training.

1.2.9.4. Implements a cross-feed process to standardize CMR evaluation methods between units with similar missions.

1.2.9.5. Conducts required evaluations/observations of 14 AF/OV evaluators attached to subordinate units for the purpose of maintaining their CMR/BMR status. (Unit Stan/Eval performs this function at Geographically Separated Units (GSUs), 21 SW/DOC and Space Air and Space Operations Center (AOC.))

1.2.9.8. (Added) Serves as point of contact and coordinates SET inspection activities within the wing.

1.2.9.9. (Added) All references to OGV apply to 310 SG/DOV when applicable. 310 SG/DOV provides associate OGVs with stan/eval guidance regarding AFRC and 10th AF issues for 310 SG reservists who are CMR/BMR within active duty operational units/groups. Active duty OGVs are responsible for ensuring associate 310 SG personnel achieve and maintain CMR/BMR status. The Chief of 310 SG/DOV will be CMR and maintain evaluator certification.

1.2.10.1. Ensures subordinate squadrons with the same CMR position(s) and similar missions standardize their Annual Plan of Instruction (APOI) as much as possible. When developed at the unit level, OSS/OSOT will approve the APOI.

1.2.10.4. Implements a cross-feed process to standardize CMR training methods between units with similar missions.

1.2.10.5. Conducts training of 14 AF/OV evaluators attached to subordinate units for the purpose of maintaining their CMR/BMR status. (Unit Training performs this function at GSUs, 21 SW/DOC and Space AOC.)

1.2.10.9. (Added) Ensures updated or revised operational procedures and applicable program materials (e.g., checklists, job aids, Operating Instructions (OIs), Supplemental Training (ST) material, etc.) are provided to the appropriate 381 TRG squadron within 30 calendar days of receipt from the unit, as applicable.

1.2.10.10. (Added) All references to OSOT apply to 310 SG reserve associate squadron DOTs when applicable. 310 SG/DOT provides associate DOTs with training guidance regarding AFRC and 10th AF issues for 310 SG reservists who are CMR/BMR within active duty operational units/groups. 310 SG/DOT conducts ancillary training for 310 SG reservists. Reserve associate unit DOT Chiefs will be CMR and maintain instructor certification. 310 SG/DOT is not required to be instructor certified or maintain CMR/BMR status.

1.2.11.2.1. (Added) For GSUs where training has been delegated to a unit with a corresponding Initial Qualification Training (IQT) program, develops and conducts an IQT graduate verification process and provides feedback to the appropriate 381 TRG squadron within 30 calendar days of an individual's CMR certification. Provides a courtesy copy of the feedback to the OSS Operations Training Office (OSOT). Ensures updated or revised operational procedures and applicable program materials (e.g., checklists, job aids, OIs, ST, material, etc.) are provided to OSOT within 30 calendar days of implementation.

2.1. **Individual Qualification Folders.** Units will maintain IQFs in six-part folders. If the organizational structure is such that a single folder cannot be efficiently used, units may use more than one six-part folder for each individual. In all cases, use the format specified in the following paragraphs. Before the permanent change of station (PCS) of an individual, return all documents to a single IQF. (Space AOC) Training may use two separate IQFs for individuals in the Sensor Command and Control Operator (SCCO) position. One folder for the SCCO position governed by this supplement, the other folder for their position governed by AFI 13-1 AOC Vol 1, Ground Environment Training--Air Operations Center and AFI 13-1 AOC Vol 3, Operational Procedures—Aerospace Operations Center.

2.1.1. (Added) Maintain only one set of records regardless of how many folders comprise an individual's IQF. At all organizational levels that maintain IQFs, the training and stan/eval elements are jointly responsible for the quality control of the IQFs. Division trainers/certifiers will be responsible for maintaining IQFs at the Space AOC.

2.1.2. (Added) If an individual's IQF is maintained in more than one folder, folders may be maintained in separate locations.

2.1.3. (Added) Contents of IQF. Divide the IQFs into six sections:

2.1.3.1. (Added) Section 1 - AFSPC Form 91, **Individual's Record of Duties and Qualification**, AFSPC Form 91A, **Record of Signatures, and Memoranda for Record (MFR)**. Place AFSPC Form(s) 91 on top with the AFSPC Form 91A directly underneath. Post MFRs in reverse chronological order (most recent on top) beneath the AFSPC Form(s) 91A. Document situations found in the IQF that cannot be corrected or require further explanation on an MFR. If AFSPC Form 91s are electronically maintained, only the Form 91A must be maintained in section 1.

2.1.3.2. (Added) Section 2 - Training Reports. Includes training performance comments documented on the 14 AF Form 14. File in reverse chronological order (most recent on top).

2.1.3.3. (Added) Section 3 – Corrective Action Worksheets. Includes evaluation performance comments and corrective actions documented on the 14 AF Form 6. File in reverse chronological order (most recent on top).

2.1.3.4. (Added) Section 4 - Miscellaneous. Includes materials other than those listed in the preceding and following paragraphs, as determined by the unit (e.g., Individual Training Plans).

2.1.3.5. (Added) Section 5 - Instructor/Evaluator Certification Documentation. Includes checklists, instructor/evaluator Initial Plan of Instruction (IPOIs), instructor/evaluator training documentation, and annual observation material. Post documents in reverse chronological order (most recent on top).

2.1.3.6. (Added) Section 6 - CMR Training Task Certification. This section includes the training documentation used to annotate CMR task certification (e.g., IPOI). For grades AB to TSgt, place either the Career Field Education Training Plans (CFETP) in this section or an Optional Form 21 to show the disposition (maintained location).

2.1.4. (Added) **Individual Qualification Folders (IQFs)** Instructions for IQF documentation:

2.1.4.1. (Added) 14 AF Form 14. Use to document performance scenarios given as part of Unit Qualification Training (UQT), Upgrade Training, Recurring Training (RT), Individual Training (IT), and ST. See **Attachment 2 (Added)** for instructions on completing the Training Report.

2.1.4.2. (Added) 14 AF Form 6. Use to document evaluation scenarios given as Initial, Upgrade, Recurring or Special CMR evaluations. Also use to document one-time BMR Observations. See **Attachment 3 (Added)** for instructions on completing the CAW.

2.2. **Deficiency Codes.** Additionally, use deficiency codes when compiling the TEMAP report (see **Attachment 4 (Added)**).

2.3. **Scenario Support Personnel.** Crewmembers who support an evaluation, but are not evaluatees, are considered evaluation augmentees (see **paragraph 4.1.9.10.1. (Added)**).

2.4.2. Include entry into requalification training (RQT) and Upgrade Training.

2.4.7. (Added) CMR/BMR and Instructor/Evaluator Recurring Training (IRT/ERT). Annotate CMR/BMR RT on the AFSPC Form 91, including performance scenarios, classroom training, knowledge tests, and self-study as required. Instructor and evaluator RT are also annotated on AFSPC Form 91. If an individual is CMR in more than one position, specify what position the RT applies to. When training occurs in multiple phases, document the date when the last phase was completed.

2.4.8. (Added) Individual Training (IT): IT completion date will be documented on the Form 91. Any performance scenarios associated with IT will be documented on the 14 AF Form 14. Groups/units will develop a system to assist in tracking IT. For example, an IT binder may be created and tracking numbers assigned to each IT given.

2.4.9. (Added) Supplemental Training (ST). ST completion date will be documented on the Form 91. Identify the ST number, subject and position(s) for which ST occurred (e.g., ST 02-01, Operations Capability (OPSCAP) reporting procedures for Crew Commander). Any performance scenarios associated with ST will be documented on the 14 AF Form 14. Groups/units will develop a system to assist in tracking ST. For example, an ST binder may be created and tracking numbers assigned to each ST given.

2.5. **Stimuli List.** Develop a stimuli list for use in developing training and evaluation materials. Stimuli lists may be derived from paragraph/sub-paragraph headers contained in **Chapter 2** of the system Technical Order (TO). The format and level of detail are left up to the units.

2.6. (Added) **BMR JPRL.** Each unit with its own JPRL listed in AFSPCI 36-2203V1, 14 AF Training And Evaluation Performance Standards (TEPS) will develop a BMR JPRL (where applicable) and forward it through the parent OGV to 14 AF/OV for approval. This list will be used to create all training/observation materials for the BMR program at the unit.

3.1.2. Any training conducted by a decertified instructor, an unsupervised instructor trainee or an instructor restricted for proficiency or failure to receive IRT or an annual observation, is invalid and must be reaccomplished. Any training conducted on a real-world system by an instructor restricted due to medical reasons or non-performance of shifts, even if they maintained currency (received RT) in the system, must be reaccomplished.

3.1.4. (Added) The 614 SOPS Chief of Training will be certified as an instructor utilizing guidance contained in AFI 13-1 AOC Vol 1.

3.1.5. (Added) A person may certify as both an instructor and evaluator, except the Chief of Training (OSOT/DOUT). When an instructor is also certified as an evaluator, they will not conduct a follow-on evaluation for any ST, IT, RQT, Upgrade Training or UQT that they provided. An instructor may provide RT and an evaluation to the same person(s).

3.2. **Plan of Instruction (POI).** Create an Annual Plan of Instruction for the RT program to ensure all tasks/subtasks are trained annually.

3.3.2.10. (Added) Pre-Evaluation scenarios are administered as the last scheduled performance scenario of UQT, prior to releasing a trainee for an initial/upgrade evaluation. Based on an individual's performance, additional training may be provided after the pre-evaluation scenario prior to releasing from UQT. When only one pre-evaluation script is maintained, it must contain 100% of the performance tasks and subtasks trained during qualification training. Do not include train-only tasks/subtasks. When two or more pre-evaluation scripts are maintained, the combination of all scripts will have 100% performance task/subtask coverage with at least a 30% variation between scripts.

3.4.1.2.3. (Added) Additional mission ready (MR) training provided to CMR/BMR personnel, that is not ST or IT, will be documented as RT. Examples include scenarios to prepare for evaluations, launch rehearsals and extra training requested by CMR/BMR personnel.

3.4.1.3.1. The RT scenario exemption applies to all 14 AF units. This does not exempt units from the requirement to provide MRT IAW 36-2202, paragraph 3.4.1.2.

3.4.1.7. (Added) Dual-position certified individuals are only required to receive RT in the most comprehensive, task-inclusive duty position. Multi-position certified individuals are required to receive RT in each duty position in which they are CMR.

3.4.3.4. (Added) The group or unit will designate a sufficient number of instructors as SMEs to develop the ST for significant new or substantially changed procedures. These individuals are not required to receive the training they created, they are considered trained upon designation as a SME.

3.5.2.1. Develop an APOI for the instructor RT program to ensure all instructor tasks/subtasks are trained annually.

3.5.2.2. OSS/CC or Operations Officer will conduct an annual observation of Chief of Training (OSOT). (Squadron/Detachment CC or Operations Officer/Detachment Chief performs the observation of the Chief of Training (DOUT at GSUs, 21 SW/DOC and Space AOC if not accomplished by the OST.)

3.5.3. The Chief of Training (OSOT/DOUT) ensures all instructor certification requirements are met prior to recommending instructor certification. The division training managers will accomplish this for the Space AOC.

3.6.4. (Added) For each task/subtask trained/assessed via a knowledge test, a minimum of one question must be asked. Units will determine if additional questions are required based on scope of task and AFSPCI 36-2203V1, 14 AF Training And Evaluation Performance Standards (TEPS) knowledge level requirements.

3.6.5. (Added) The minimum passing score for knowledge tests is 80%.

3.8.8. (Added) Scripts will contain all required elements IAW **Attachment 5 (Added)** of this supplement.

3.8.9. (Added) Ensure all scripts are technically accurate and adhere to Instructional Systems Development (ISD) principles prior to their initial presentation. Additionally, instructors must review scripts for accuracy prior to subsequent presentations. Maintain a record of initial coordination, subsequent, and annual reviews.

3.10.1.5. (Added) When resuming a scenario following early termination, recap the current status as of the time the scenario was terminated prior to re-starting. Include all actions accomplished prior to termination.

3.11.1.2. Instructors may recommend self-study or IT by marking the appropriate box on the 14 AF Form 14. No further documentation is required for self-study.

3.12.3. (Added) Coordination is required on all 14 AF Forms 14. Minimum coordination required in the event no corrective actions are directed (or self-study only) is Chief of Training and the student's supervisor. The NCOIC of Training or the senior instructor for the applicable weapon system may coordinate if the Chief of Training is unavailable. If the individual's supervisor is unavailable (leave, TDY, deployment, etc.) the Flight/Crew Commander may coordinate, as the unit deems appropriate. Supervisor signatures are only required for Operations Officers/Detachment Chiefs and below. If IT, Restricted Status, or a Special Evaluation is directed, all coordination blocks will be completed.

4.1.1.2. Any evaluation conducted by a decertified evaluator, an unsupervised evaluator trainee or an evaluator restricted for proficiency or failure to receive ERT or an annual observation, is invalid and must be reaccomplished. Any evaluation conducted on a real-world system by an evaluator restricted due to

medical reasons or non-performance of shifts, even if they maintained currency (received RT) in the system, must be reaccomplished.

4.1.1.4. (Added) A person may certify as both an evaluator and instructor, except the Chief of Stan/Eval (OGV/DOV). When an evaluator is also instructor certified, they will not conduct a follow-on evaluation for any ST, IT, RQT, Upgrade Training, or UQT that they provided. They may provide RT and an evaluation to the same person(s).

4.1.2.1. For Initial evaluations, evaluate at least one subtask from each Job Performance Requirement List (JPRL) task.

4.1.2.1.1. (Added) When only one initial script is maintained it must contain 100% of the performance tasks/subtasks trained during qualification training IAW AFSPCI 36-2203V1 When two or more initial scripts are maintained, the combination of all scripts will have 100% performance task/subtask coverage with at least a 30% variation between scripts.

4.1.2.2.1. (Added) When only one upgrade script is maintained it must contain 100% of the performance tasks/subtasks trained during qualification training IAW AFSPCI 36-2203V1. When two or more upgrade scripts are maintained, the combination of all scripts will have 100% performance task/subtask coverage with at least a 30% variation between scripts.

4.1.2.3.1.1. No-notice evaluations are conducted at least one month prior to the delinquency date. Only two types of evaluations may be deemed no-notice: (a) Recurring evaluations or (b) Special evaluations that don't establish a delinquency date and are not related to a previous evaluation. Evaluatees are given no prior notice of their selection to receive a no-notice evaluation. (Spacelift) Evaluatees in CMR positions at 30 SW and 45 SW may receive a one-day notice. Spacelift wings will designate which positions receive a one-day notice.

4.1.2.3.5. (Added) Recurring evaluations must cover all performance tasks and subtasks IAW the APOE.

4.1.2.3.6. (Added) Dual-position certified individuals receive a recurring evaluation in the most comprehensive, task-inclusive duty position. Multi-position certified individuals must receive a recurring evaluation in each duty position for which they are CMR.

4.1.2.3.7. (Added) Individuals augmenting an initial evaluation may receive credit for a recurring evaluation provided the evaluation script meets all criteria of a recurring evaluation. Evaluators must ensure each crew member being evaluated demonstrates the appropriate level of proficiency in the tasks being evaluated. Additional evaluators are required for those individuals receiving recurring evaluation credit.

4.1.2.4.4.1. (Added) The group or unit will designate a sufficient number of evaluators as SMEs to develop ST for significant new or changed procedures and validate the ST through special evaluations, if required. These individuals are not required to receive the training they are validating, they are considered trained upon designation as a SME. SMEs will receive any applicable special evaluation, unless exempted by Squadron/Detachment CC or Operations Officer/Detachment Chief.

4.1.2.6.4. (Added) When only one BMR script is maintained it must contain 100% of the performance tasks/subtasks trained during qualification training IAW the 14 AF/OV approved BMR JPRL. When two or more BMR scripts are maintained, the combination of all scripts will have 100% performance task/subtask coverage with at least a 30% variation between scripts. At a minimum, each script must evaluate at least one performance subtask per task. The mandatory tasks prescribed in **paragraph 4.1.2.8. (Added)**. through **paragraph 4.1.2.8.5. (Added)** are only required when they are part of the approved BMR JPRL.

4.1.2.8. (Added) The tasks listed below are considered mandatory tasks for each mission area and must be included in all Upgrade and Recurring evaluations. Additionally, at least one subtask per task from each of the following areas: Mission Support, Status Monitoring, and Emergency Procedures and two tasks (one subtask per task) from each applicable Mission Procedures JPRL areas must be included. Units may count mandatory tasks towards the minimum task coverage requirements.

4.1.2.8.1. (Added) Missile Warning:

4.1.2.8.1.1. (Added) Phased Array and PARCS: C1, C3, C4 and C5

4.1.2.8.1.2. (Added) Spaced-Based: A13, D1, D2, D3, D4, D5 and D8

4.1.2.8.2. (Added) Space Surveillance:

4.1.2.8.2.1. (Added) Space Control: C1, C2 and C3

4.1.2.8.2.2. (Added) Optical Space Control: G1, G2 and G5.

4.1.2.8.2.3. (Added) Mobile Space Control: D10, D11, D12, D14 and F02.

4.1.2.8.3. (Added) Command and Control:

4.1.2.8.3.1. (Added) Space Command and Control: C1, C2, C4, C5, C6, C7 and C10.

4.1.2.8.3.2. (Added) Missile Warning Command and Control: C9, C10 and C11.

4.1.2.8.4. (Added) Spacelift:

4.1.2.8.4.1. (Added) Range: C2, C3, C4, C5, D5 and D6.

4.1.2.8.4.2. (Added) SLS: D5

4.1.2.8.4.3. (Added) Mission Flight Control: C3, D3 and D5

4.1.2.8.5. (Added) Satellite Control: C1, C2, C3, C4, C5 and C6

4.1.3.1.5. Complete the classroom/instruction portion of evaluator training prior to accomplishing the performance/demonstration tasks.

4.1.3.2. Develop an APOI for the evaluator RT program to ensure all evaluator tasks/subtasks are trained annually.

4.1.3.2.2. Operations Group CC (or Deputy) will conduct annual observations of Chief of Stan/Eval (OGV). (Squadron/Detachment CC or Operations Officer/Detachment Chief performs the observation of the Chief of Stan/Eval (DOV) at GSUs, 21 SW/DOC and Space AOC if the observations are not accomplished by the OST).

4.1.3.2.2.2.1. They may observe any evaluator they are directed to, within the same operations group as long as they are CMR in that system.

4.1.3.3. The Chief of Stan/Eval (OGV/DOV) ensures all evaluator certification requirements are met prior to recommending evaluator certification.

4.1.4.1. (Added) Units are authorized to include evaluation of real-world operations, in conjunction with an off-line scenario, to meet the intent of crew evaluation. All required JPRLs must be evaluated with the combination.

4.1.4.2. (Added) Knowledge level tasks may be presented during performance tests as necessary for realistic script presentation, but will not be evaluated.

4.1.4.3. (Added) Do not use trainees as evaluation augmentees for evaluations or BMR observations. All trainees receiving an Initial/Upgrade evaluation must have successfully passed the pre-evaluation requirements.

4.1.4.3.1. (Added) Trainees are evaluated individually with normal crew support. Under unusual circumstances (e.g., low manning) the Squadron/Detachment CC or Operations Officer/Detachment Chief may approve the evaluation of more than one trainee during an Initial or Upgrade evaluation. Approval must be obtained prior to conducting the evaluation. Document approval via memorandum and post in the evaluatees' IQFs, section 1.

4.1.8.1.1. (Added) Scripts will contain all required elements IAW **Attachment 5 (Added)**.

4.1.8.12. (Added) Ensure all scripts are technically accurate and adhere to ISD principles prior to their initial presentation. Additionally, evaluators must review scripts for accuracy prior to subsequent presentations. Maintain a record of initial coordination, subsequent, and annual reviews.

4.1.8.13. (Added) Maintain a record of exposure for each script. This record must include the name of each individual exposed, date of exposure, and type of exposure (i.e. coordination, evaluation, augmentation, etc.). Persons will not be evaluated with a script to which they have been exposed. Persons may be used as evaluation augmentees multiple times, but at no time will those persons be evaluated using the same script they are already exposed to.

4.1.9.3.3. (Added) An evaluatee is qualified to perform CMR duty between the phases of a two-phase evaluation providing the following: the individual's delinquency date has not expired, the individual has a current medical clearance and no potential exists for the crew member to be rated UQ due to the first phase of the evaluation.

4.1.9.5.5. If scenario support personnel present an errant status/input, the evaluator must provide the evaluatee with the correct status/input.

4.1.9.7.4. (Added) For those tasks with an associated Training and Evaluation Performance Standards (TEPS) timing standard, use the following paragraphs to determine start/stop times.

4.1.9.7.4.1. (Added) Start time for TEPS timed events begins when the event stimuli has been presented and the evaluatee is in a position to detect and act on the stimuli.

4.1.9.7.4.2. (Added) The stop time for a TEPS timed event is based on the completion (either correctly or incorrectly) of all tasks associated with the timing standard as identified in AFSPCI 36-2203V1. If the last action associated with an event requires a public address (PA) be accomplished twice, the clock stops when the evaluatee completes the first PA. When an evaluatee completes all actions associated with a timed event (before the time standard expires), but accomplishes one or more of those actions incorrectly, assess an error based on the incorrect action(s).

4.1.9.10. (Added) There are up to four key participants in evaluations: Evaluator, evaluatee, evaluation augmentee, and scenario support personnel. Trainees will not be used as scenario support personnel or evaluation augmentees.

4.1.9.10.1. (Added) Evaluation augmentees are personnel who support an evaluation as a member of the crew but are not under formal evaluation. Do not complete a 14 AF Form 6 for evaluation augmentees. Evaluation augmentees provide information and assistance to evaluatees at the level normally expected during real-world day-to-day operations. Evaluators will explain the level of crew support expected from evaluation augmentees prior to the start of the evaluation. Evaluators will record deviations by evaluation

augmentees, via MFR, and forward the MFR to the Squadron/Detachment CC or Operations Officer/ Detachment Chief immediately for possible corrective actions. MFRs will be filed in section one of the individual's IQF. If deviations would have resulted in an unqualified rating during an evaluation the Squadron/Detachment CC or Operations Officer/Detachment Chief will immediately place the evaluation augmentee in restricted status.

4.1.9.10.2. (Added) Scenario support personnel. Individuals who support an evaluation, but are not evaluators or evaluation augmentees. Scenario support personnel may have a copy (or a subset) of the script and respond to evaluation inputs. They provide external agency inputs as scripted in the scenario. If an expected response is not scripted, scenario support personnel will coordinate any response with evaluator personnel prior to providing a response and will not provide more than what would normally be available. This information will always be consistent with technical orders, operations manuals, HHQ instructions, and the information specified in the script.

4.1.10. Document all real-world deficiencies committed during evaluations as evaluation errors.

4.1.12.2. Match incorrect action(s) against specific error examples. If the incorrect action is not specifically listed as an example, match the action against the error definition. Do not assess an error when the evaluation script inadvertently leaves no viable alternative to the evaluatee(s). This is a presentation error. If necessary to meet task requirements, re-evaluate the task at a later time. 14 AF/OV is the OPR for error assessment guidance for those items not listed in the AFSPCI 36-2202 or this supplement. OGVs will contact 14 AF/OV if assistance is required.

4.1.12.2.1.6. (Added) Failure to perform a search and secure or relay a threat to authorities after receiving a bomb threat.

4.1.12.2.1.7. (Added) Missile Warning Mission:

4.1.12.2.1.7.1. (Added) Failure to report any valid missile event within HHQ time constraints. This includes accurate and timely voice reporting, when required. Failure to release high speed report for any valid missile event that meets the release criteria of a valid missile event, or tasked theater Area of Interest (AOI) within HHQ time constraints. Assess a critical error for failure to activate the First Detect First Report (FDFR) net within HHQ time constraints.

4.1.12.2.1.7.2. (Added) Failure to pass a correct site report or Theater Event System (TES) voice net report within HHQ time constraints or local constraints (if no HHQ standards exist).

4.1.12.2.1.7.3. (Added) Transmission of an anomalous event or events when human intervention was required for transmission or failure to take action to prevent the transmission of missile warning data after the determination is made that the data is anomalous. Anomalous theater ballistic missile events sent over theater data lines will not be assessed an error unless cancellation messages are not relayed to end users via data and voice communication lines within HHQ requirements.

4.1.12.2.1.7.4. (Added) Failure to report a Nuclear Detection (NUDET) within HHQ time constraints. (Note: This does not include OPREP-3 reporting.)

4.1.12.2.1.7.5. (Added) Transmission of an anomalous NUDET report.

4.1.12.2.1.7.6. (Added) Failure to provide required missile warning coverage within HHQ specified time limits.

4.1.12.2.1.7.7. (Added) Any action or inaction which causes or would cause the unauthorized dissemination of exercise or test data.

4.1.12.2.1.7.8. (Added) Failure to pass correct VOICETELL information to Missile Warning Center (MWC), when VOICETELL is the primary Launch and Predicted Impact (L&PI) data source (no L&PI data via data lines). Assumes the failure to correct the errant input prior to terminating the phone connection.

4.1.12.2.1.8. (Added) Space Surveillance Mission:

4.1.12.2.1.8.1. (Added) Failure to take action to obtain or report required observational data on a New Foreign Launch prior to generation of ELSET 1. Required observational data is defined as metric observations and Space Object Identification (SOI) data.

4.1.12.2.1.8.2. (Added) Failure to take action to obtain or report required observational data on any Category 1 object.

4.1.12.2.1.8.3. (Added) Failure to take action to obtain or report required observational data on an Early Orbit Determination (EODET) object.

4.1.12.2.1.9. (Added) Satellite Control Mission:

4.1.12.2.1.9.1. (Added) Incorrect actions, or failure to accomplish actions, or operational requirements during commanding, tracking, telemetry analysis, mission planning, scheduling, or ground system configuration which results or would result in:

4.1.12.2.1.9.1.1. (Added) Degradation to a satellite that shortens the life of satellite components or subsystems, or corrupts the attitude.

4.1.12.2.1.9.1.2. (Added) Damage or corruption of ground system components, which cause mission failure.

4.1.12.2.1.9.1.3. (Added) Failure of satellite to carry out any portion of its assigned mission (e.g., navigation, communication, launch detection) and the user is impacted.

4.1.12.2.1.9.2. (Added) Failure to meet satellite requirements as outlined in the Orbital Requirements Document or Satellite Systems Requirements, and the user is impacted.

4.1.12.2.1.9.3. (Added) Failure to retrieve mission critical data during a pass.

4.1.12.2.1.10. (Added) Spacelift Mission:

4.1.12.2.1.10.1. (Added) Failure to provide mandatory launch, range, or safety support.

4.1.12.2.1.10.2. (Added) Launch of a space launch vehicle when conditions are unacceptable (unsafe, non-operational, or condition unknown).

4.1.12.2.1.10.3. (Added) Failure to launch a properly functioning vehicle during the scheduled launch window, when conditions are acceptable.

4.1.12.2.1.10.4. (Added) Failure to take destruct action when necessary or inappropriate use of destruct action.

4.1.12.2.1.10.5. (Added) Jeopardizing or damaging flight or support hardware that leads or would lead to mission failure.

4.1.12.2.2.6.1. Another example is making a security-related PA during a duress situation. Duress situations do not assume loss of life or mission.

4.1.12.2.2.8. Failure to upchannel OPREP-3 report information when required. For OPREP-3 reports, information must be relayed in accordance with local procedures for passing reportable information, including all identified key elements of the report (e.g., report type and applicable rule number).

4.1.12.2.2.11. Assess a major error when one of the following occurs: An evaluatee requires an inordinate amount of support from other crewmembers to correctly accomplish a task for which they are primarily responsible or an evaluatee satisfies task requirements, but clearly demonstrates a severe lack of knowledge/proficiency on how the task is properly accomplished (i.e., an evaluatee arrives at the correct end result, but does not demonstrate a clear methodology for achieving the end result). This error is to be applied using sound evaluator judgment and is not intended to replace existing error definitions. **Paragraph 4.1.12.2.2.11.1. (Added)** through **paragraph 4.1.12.2.2.11.3. (Added)** provide examples of when to assess and when not to assess a major error for a significant lack of proficiency.

4.1.12.2.2.11.1. (Added) A crew is required to isolate a fire within the operations room and takes incorrect isolation actions. However, their incorrect actions encompass the correct procedure and the original fire is isolated. The crew does not violate TEPS and damages no equipment in the process. The crew manages to get the end result, but is not proficient in the task of correctly fighting a fire. This is an appropriate situation to apply a major error for lack of proficiency.

4.1.12.2.2.11.2. (Added) An evaluatee receives the duress word during a phone call. Initially, the evaluatee does not recognize the duress word. However, after discussing the phone conversation with other crewmembers, they determine the duress word was passed. The evaluatee then proceeds to proficiently accomplish all tasks associated with the security event. This is not an example of a major error for proficiency.

4.1.12.2.2.11.3. (Added) An evaluatee receives a system anomaly that results in an OPSCAP change. The evaluatee correctly accomplishes all steps associated with the task, but passes an incorrect OPSCAP. The evaluatee clearly displayed a sound understanding of the process to determine OPSCAP, but inadvertently passed the incorrect OPSCAP. This is not an example of a major error for proficiency.

4.1.12.2.2.13. (Added) Failure to pass the correct system status (other than OPSCAP) or information to a command and control agency when the error results in, or would result in, significant impact to unit mission accomplishment. The term "agency" is not limited to Space AOC/Wing Operations Centers, but includes any organization or individual(s) within Air Force Space Command and United States Strategic Command reporting chains.

4.1.12.2.2.14. (Added) Failure to report change in OPSCAP within higher headquarters time requirements. Applies to OPSCAP reports that go from Green or Yellow or Red, or from Yellow to Red. All other late OPSCAP reports will be assessed as minor errors.

4.1.12.2.2.15. (Added) Missile Warning Mission:

4.1.12.2.2.15.1. (Added) Passing more than one unnecessary correction to a site report or TES voice report, but passing the correct site report or TES voice report within HHQ's time constraints.

4.1.12.2.2.15.2. (Added) Failure to pass required amplification data during normal site reporting, when the amplification is different from information sent via data lines.

4.1.12.2.2.15.3. (Added) Transmission of a single anomalous event indicating when human intervention is required to transmit the event.

4.1.12.2.2.15.4. (Added) Failure to pass correct VOICETELL information to MWC, when VOICETELL is a secondary L&PI data source (L&PI data received by MWC through data lines). Assumes the failure to correct the errant input prior to terminating the phone connection.

4.1.12.2.2.15.5. (Added) Passing incorrect correlated information when responsible for TES Summarization Voice report.

4.1.12.2.2.16. (Added) Space Surveillance Mission:

4.1.12.2.2.16.1. (Added) Failure to take action to obtain or report required observational data on a category 2 object.

4.1.12.2.2.16.2. (Added) Failure to take action to obtain or report required observational data on deorbits, positive/negative satellites, or special tasking satellites.

4.1.12.2.2.17. (Added) Satellite Control Mission: Incorrect actions, unnecessary delay in completing actions or failure to accomplish actions during commanding, tracking, telemetry analysis, mission planning, scheduling, or ground system configuration that results in or would result in:

4.1.12.2.2.17.1. (Added) Corruption of payload mission data or capability that degrades operational requirements but does not cause satellite or mission failure.

4.1.12.2.2.17.2. (Added) Degradation of operational requirements but does not cause satellite or mission failure. Anomaly resolution precludes the need to accomplish original support requirements; although the original support requirements must be met within published requirement windows. If prioritization will result in failure of the published requirement window, then prior coordination with the appropriate agency is required.

4.1.12.2.2.17.3. (Added) Incorrect, non-standard or unplanned satellite configuration that results, or would result in, degradation to an operations mission or damage to the vehicle. Assess a critical error if it results or would result in loss of payload or mission data.

4.1.12.2.2.17.4. (Added) Failure to detect an out of limit condition or confirm a required telemetry condition. If out of limits condition results or would result in satellite failure, assess a critical error.

4.1.12.2.2.17.5. (Added) Failure to transmit a required command, transmission of an incorrect or unnecessary command to a satellite, or a command for which approved operational procedures do not exist. Assess a critical error if the commanding results or would result in loss of payload or mission data, or meets the conditions in **paragraph 4.1.12.2.1.9.1. (Added)**

4.1.12.2.2.17.6. (Added) Damage or corruption of ground system components, which degrades the operational system but does not cause mission failure.

4.1.12.2.2.17.7. (Added) Failure to meet requirements set forth in unit documentation (e.g., incorrect action that resulted in a failed support), and the user is not impacted.

4.1.12.2.2.17.8. (Added) Failure to establish or maintain nominal ground system configuration resulting in system degradation.

4.1.12.2.2.17.9. (Added) Failure to take appropriate actions to prevent loss of redundant components to a satellite or ground system, to include Schriever AFB Secure Voice, which impacts OPSCAP.

4.1.12.2.2.17.10. (Added) Failure to retrieve required telemetry from the satellite to complete State of Health according to unit documentation. Failure to verify required telemetry points as a result of satellite commanding.

4.1.12.2.2.17.11. (Added) Incorrect action that leaves or puts a satellite or ground system in a configuration other than what was originally planned. Condition will not be corrected prior to impact on OPSCAP.

4.1.12.2.2.18. (Added) Spacelift Mission:

4.1.12.2.2.18.1. (Added) Actions causing unnecessary hold or hold extensions.

4.1.12.2.2.18.2. (Added) Causing an unnecessary recycle of terminal count.

4.1.12.2.2.18.3. (Added) Jeopardizing or damaging flight or support hardware that leads or would lead to mission degradation.

4.1.12.2.2.18.4. (Added) Actions or failure to act resulting in failure to meet non-mandatory launch, range, or safety support.

4.1.12.2.2.18.5. (Added) Failure to provide correct launch flight status to aircraft or Launch Correlation Unit.

4.1.12.2.2.18.6. (Added) Failure to call a hold within TEPS timing standard.

4.1.12.2.3.4. (Added) Failure to pass correct system status or information to a command and control agency, which is not significant enough to meet the criteria for a major error.

4.1.12.2.3.5. (Added) Missile Warning Mission:

4.1.12.2.3.5.1. (Added) Failure to notify the command and control agency of significant interference, when required.

4.1.12.2.3.5.2. (Added) Failure to investigate the source of interference or take appropriate countermeasures. If system is unable to perform mission, assess a critical error.

4.1.12.2.3.5.3. (Added) Failure to properly authenticate verbal directions, when required.

4.1.12.2.3.5.4. (Added) Failure to pass correct VOICETELL information to MWC, but corrects the errant VOICETELL information prior to terminating the phone connection.

4.1.12.3.4. (Added) When an evaluatee commits the same error (identical stimuli and subtask) multiple times during an evaluation, assess only one error. Additionally, when the same mistake is made on the same checklist step, consider multiple errors as one error.

4.1.12.3.5. (Added) Base error assessment on HHQ and/or local standards. In the absence of HHQ standards, the local standard becomes the sole basis for error determination. Additionally, base error assessment on the actions and known status at the time the error occurred. Future actions and status not presented at the time the error occurred are irrelevant and will not be used as a "script save" or to excuse consummated errors. For example, if a bomb threat is scripted and an evaluatee takes no action, the error must be based on the status known at the time of presentation regardless of whether or not later in the script it turns out to be a false or real threat.

4.1.12.3.6. (Added) The standard of the task is the basis for assessing an evaluatee's action to stimuli. When the standard doesn't provide sufficient guidance, base the expected actions on the most likely or most probable set of conditions. Failure to meet the standard can be associated with failure to recognize or ignoring stimuli that is presented, or simply being unable to perform the task.

4.1.12.3.7. (Added) Do not assess errors resulting from the "snowball" effect. If one error leads directly to or causes subsequent errors, assess only the initial error.

4.1.12.3.8. (Added) Evaluators assess an error when an individual fails to perform a step, action, or procedure correctly, or within established time standards.

4.1.12.3.9. (Added) Assess an error against all evaluatees who are trained in a task, have the responsibility and opportunity to detect and correct the error, but fail to act.

4.1.12.3.10. (Added) If an evaluatee is dual or multi-position qualified in mission ready positions, and commits enough errors on tasks common to one or more position to meet the UQ criteria, restrict the crewmember in each affected position.

4.1.12.3.11. (Added) Do not evaluate or assess errors based on the evaluatee's ability to cope with simulation limitations or their ability to participate in exercises. Evaluations are meant to assess an individual's ability to perform CMR tasks in real world conditions.

4.1.12.3.12. (Added) Do not assess an error against more than one subtask.

4.1.12.3.13. (Added) Do not assess an error against a checklist WARNING, CAUTION, or NOTE if associated with a particular checklist step. Assess the error against the related checklist step.

4.1.12.3.14. (Added) When the error is determined to be the result of incorrect training, the error is still assessed. The training section is immediately tasked to correct the training or provide ST, if required, to correct the training deficiency.

4.1.12.3.15. (Added) Coordination is required on all 14 AF Forms 6. Use the coordination blocks, at the bottom of the form, to have the appropriate individuals coordinate. The NCOIC of Stan/Eval or the senior evaluator for the applicable weapon system may coordinate if the Chief of Stan/Eval is unavailable. Notify training section for coordination of deficiencies within 3 days of the evaluation. The NCOIC of Training, or the senior instructor for the applicable weapon system may coordinate if the Chief of Training is unavailable. If the individual's supervisor is unavailable (leaves, TDYs, deployment, etc.) the Flight/ Crew Commander may coordinate, as the unit deems appropriate. The Squadron/Detachment CC or Operations Officer/Detachment Chief for the system where the evaluation was administered will always coordinate on the Form 6.

5.1.3. List position(s) and task(s) for which the SME is being appointed.

5.1.6. (Added) Prior to IOC, a new system does not have an operational mission; therefore, the requirements for MR training, evaluation, and standardization programs do not apply. Units must show progress in achieving the goals as established by this instruction and must have programs in place by IOC IAW AFSPCI 10-1202, *Crew Force Management*, AFSPCI 36-2202 and their supplements.

5.1.7. (Added) The following paragraphs establish guidance for individuals designated SME.

5.1.7.1. (Added) SME appointment does not require a certification briefing.

5.1.7.2. (Added) Qualifications:

5.1.7.2.1. (Added) If an instructor/evaluator certification program exists at the squadron, individuals appointed SME who conduct CMR training or evaluations must be certified and current as an instructor/ evaluator at the time of appointment and maintain instructor/evaluator currency during the entire period they are appointed SME.

5.1.7.2.2. (Added) If an instructor/evaluator certification program does not exist, individuals appointed SME who conduct CMR training or evaluations will be designated as an instructor or as an evaluator. Individuals will maintain this designation until the appropriate CMR programs are developed, coordi-

nated and validated, and the initial cadre of crewmembers are certified, or they complete a formal instructor/evaluator certification program. Individuals who have not completed the instructor/evaluator certification program, at the time of removal from SME status, are not authorized to conduct additional instruction/evaluation.

5.1.7.3. (Added) Once training programs are established, SMEs and non-SMEs will complete any unit training, for example: RT and ST.

5.1.7.4. (Added) CMR Status. Appointment as SME does not affect training or evaluation requirements for other CMR positions in which a person is currently certified.

5.1.7.4.1. (Added) For squadrons about to reach IOC, individuals designated as SMEs for a position may also be designated CMR the day the squadron becomes IOC.

5.1.7.4.2. (Added) For squadrons about to reach IOC, individuals designated as SMEs for only a portion of the training/evaluation program may not be designated CMR and fall under the same requirements as the rest of the crew force. A certification brief will be required after program completion.

5.1.7.5. (Added) SME Evaluations and delinquency dates.

5.1.7.5.1. (Added) For established systems, SMEs do not require an evaluation in the specific task or position they are designated SME (if already CMR in same position). Once removed from SME status, the individual will revert to the normally established delinquency date.

5.1.7.5.2. (Added) If an individual is removed from SME status prior to IOC, then the individual falls under the same requirements as the rest of the crew force.

5.1.7.6. (Added) Removal from SME status:

5.1.7.6.1. (Added) The Squadron/Detachment CC or Operations Officer/Detachment Chief removes an individual from SME status in writing. This will be documented on AFSPC Form 91.

5.1.7.6.2. (Added) Remove individuals from SME status for the following reasons:

5.1.7.6.2.1. (Added) Failure to maintain appropriate level of job proficiency.

5.1.7.6.2.2. (Added) Programs are developed, coordinated, and validated and the initial cadre of instructors/evaluators and/or crewmembers are certified.

5.1.7.7. (Added) Restricted Status. During periods of restriction, SMEs will not instruct or evaluate members in tasks for which they are designated SME. Place individuals in restricted status, as a SME, for the following reasons:

5.1.7.7.1. (Added) Failure to complete RT for the specific position designated SME.

5.1.7.7.2. (Added) Failure to maintain currency as an instructor/evaluator when currency requirements exist.

5.1.7.8. (Added) Removal from restricted status. Follow guidance in AFSPCI 10-1202 and the 14 AF Supplement for removing individuals from restricted status.

5.1.8. (Added) CMR Evaluations and delinquency dates:

5.1.8.1. (Added) Evaluations conducted prior to Initial Operational Capability (IOC) are valid to calculate delinquency dates, provided the evaluation materials are compliant with AFSPCI 36-2202 and this supplement.

5.1.8.2. (Added) If evaluation material used prior to IOC is not compliant with AFSPCI 36-2202 and this supplement, individuals evaluated using those scenarios must be reevaluated prior to conducting real-world operations after IOC declaration. Only reevaluate individuals on tasks deemed non-compliant. Calculate the delinquency date based on when the individual successfully accomplishes the post IOC evaluation.

5.1.8.3. (Added) Medical Guidance for SMEs. SMEs must comply with medical requirements IAW AFSPCI 10-1202 and the 14 AF Supplement for 13SX and 1C6X personnel. DNIF guidance in AFSPCI 10-1202 and the 14 AF Supplement applies to personnel designated as SMEs.

7.1. **Forms Prescribed.** 14 AF Form 6, **Corrective Action Worksheet**. 14 AF Form 14, **Training Report**.

Chapter 8 (Added)

TRAINING EVALUATION METRICS ANALYSIS PROGRAM (TEMAP)

8.1. (Added) TEMAP. This program minimizes the impact of recurring training and evaluation program weaknesses on unit mission accomplishment by analyzing and correcting operational deficiencies noted during training, evaluation, and operations. A two-step process, the program requires units to first compile and then analyze data to determine the root cause of a deficiency. At minimum, operational deficiencies include documented personnel or "procedural" deviations during performance tests, frequently missed test questions, and real world deviations. The program applies to all squadrons with assigned CMR personnel and to units that instruct or evaluate CMR personnel on CMR tasks.

8.2. (Added) TEMAP Responsibilities. Collect and analyze evaluation, real world operations, and training data separately to prevent skewing of data. The key is, once all data is compiled, there must be a process to correlate the data to insure all avenues are explored before determining a Trend exists.

8.2.1. (Added) 14 AF/OV owns the TEMAP process and will make final determinations on all TEMAP related questions.

8.2.2. (Added) Wings will develop a TEMAP process consistent with the guidance in this supplement.

8.2.3. (Added) Operations Groups administer the TEMAP process. OGV sections will be the Point of Contact (POC) for reports. Groups will establish the number of exposures per script and the proper percentage of what constitutes an Area for Review (AFR) based on the number of exposures (use a statistically sound process during determination of exposures). Groups will determine when squadron reports are due. Groups need not coordinate solutions beyond the wing, but must forward a courtesy copy to the NAF. Reserve units must also forward a courtesy copy to the 10 AF/DO and AFRC/DO.

8.3. (Added) TEMAP Exposures. Count each shown task/subtask as one exposure per script. For example, regardless of how many times the script shows a missile launch, whether it is once or ten times, this will only count as one exposure per script. Only break down exposures to the subtask level.

8.4. (Added) TEMAP Deficiencies. There are two types of deficiencies, an AFR and a Trend. An AFR is a statistically relevant deficiency (based on the number of exposures) observed at unit level. A Trend is any deficiency identified across two or more squadrons (group level) or an AFR identified a second time during a one-year period (group/squadron level). The term "repeat area for review" is not a valid term and will not be used.

8.5. (Added) TEMAP Course of Action (COA). Execute COA to remedy and prevent the re-occurrence of an AFR or Trend. COA may include, but are not limited to, IT for crewmembers committing deviations or IT or ST to all crewmembers in affected positions. Additionally, training on the affected subtask may be accomplished during RT by incorporating the subtask into performance scenarios and knowledge tests.

8.5.1. (Added) The COA will correspond with the type of AFR or Trend. Typically, Trends require more extensive actions. For example: A subtask identified as an AFR may result in IT for only those persons committing the errors. A subtask identified as a Trend for the subtask may require any or all of the following: Retraining of all crewmembers in the form IT or ST, changing the training program, changing operational procedures, or recommending changes to the UQT program. Use ST if it is discovered that the cause for the AFR/Trend is inaccurate or insufficient existing procedures. Administer the ST after developing new or updated procedures and IAW AFSPCI 36-2202.

8.5.2. (Added) Provide a rationale in the COA block of the TEMAP report when the group or squadron determines a Trend does not require actions beyond IT.

8.6. (Added) TEMAP Report. Each organizational level (group, squadron) will provide a report. 21st and 50th Operations Groups will provide quarterly reports. The reports will be due to 14 AF/OV no later than the last day of the first month of the next quarter. (For example, the first quarter report is due by 30 Apr.) 30th and 45th Operations Groups will provide semi-annual reports (due to the limited number of evaluations and real-world operations). The reports will be due to 14 AF/OV no later than 31 Jul and 31 Jan. The 614 SOPG is not required to submit TEMAP reports.

8.6.1. (Added) Reports include a cover memorandum or endorsement from the Operations Group CC or Deputy stating Trends noted, concerns regarding AFRs or Trends, and request(s) for 14 AF or HQ AFSPC assistance, if necessary. At a minimum, the report must include all data specified in **Attachment 4 (Added)**.

8.6.2. (Added) 14 AF/OV may consolidate all group reports and forward to the 14 AF senior leadership. The report may consist of an executive summary and a chart reviewing the past four quarters' AFRs, Trends, and real-world deficiencies. 14 AF CC/CV may direct COAs based on the information provided.

Chapter 9 (Added)

STANDARDIZATION EVALUATION TEAM (SET) INSPECTIONS/STAFF ASSISTANCE VISITS (SAV)

9.1. (Added) Standardization Evaluation Team (SET). Inspections assess the readiness of space wing's assigned forces and to validate the wing's ability to conduct and support the mission. SET inspections are not an Inspector General (IG) function. The primary focus of the SET is to assess mission effectiveness and adequacy of operations focused programs. This includes use of SET special evaluations. As a compliance-oriented program review, the SET inspection focuses on key areas, such as, Crew Force Management, Operations Stan/Eval, Mission Ready Training Program and 14 AF identified HIIs. Each area is divided into sub-areas as identified in **paragraph 9.4.1. (Added)** or as directed by the 14 AF/OV. Units will be provided advance notice of specific areas to be inspected. The presence of 14 AF/OV evaluators for the purpose of maintaining CMR/BMR qualifications are not considered formal or informal inspections. While present, the unit may request the 14 AF evaluator to assist with the administration of local unit evaluations.

9.1.1. (Added) SET inspections are conducted at operational squadrons and detachments, as well as OSOTs and OGVs. During inspections, units will provide assistance with program reviews and evaluation administration. Additionally, units will provide IQFs (for record checks), local operating instructions and assistance during other inspection activities, as needed. Units will prepare binders with information as requested by 14 AF and have the necessary office supplies available for inspectors.

9.1.2. (Added) SET inspections are scheduled using a three-year cycle for all units. SET schedules will be coordinated with AFRC/IG, AFSPC/IGI and NGB (National Guard Bureau)/IG for deconfliction with IG activities and AFRC Unit Compliance Inspections. 14 AF/OV will provide the following year's inspection schedule to subordinate wings by 1 Jul of each year. Units will be given six months notice, minimum, prior to a SET inspection. SET inspections will not be scheduled within six months of a HQ AFSPC/IGI Operational Readiness Inspection (ORI) without first coordinating with the affected Wing CC. Wing CCs may request a SET inspection from 14 AF at any time. Subordinate units may request a SET inspection through their respective wing. ANG units may request a SET through their active duty operational parent wing as well as the unit's parent ANG wing.

9.1.2.1. (Added) 14 AF/OV will provide squadrons and associated group and wing level agencies with a notification message 60 calendar days prior to a scheduled SET inspection. This message will request squadron and group POCs provide general information about the inspection, special evaluation task requirements, and identify any additional inspection criteria. A follow-up message will be provided 30 calendar days prior to an inspection and provide specific details regarding the upcoming inspection to include team composition, briefing requirements, checklists to be used, support requirements, agenda coordination, etceteras. (ARC squadrons require six months prior notice of any additional inspection requirements).

9.1.3. (Added) SET manning will be composed primarily of 14 AF/OV evaluators/inspectors. Occasionally, augmentees may be requested from the MAJCOM, NAF, or another agency to assist with the inspection. Team size will vary based on the needs of a specific inspection and the size of the unit.

9.1.3.1. (Added) 14 AF/OV evaluators (active duty and ARC) will maintain qualification in a selected system unless circumstances approved by 14 AF/OV prevent this. If not co-located with the squadron, an individual will maintain BMR qualification. When co-located with the squadron, individuals will main-

tain CMR qualification. 14 AF/OV active duty and reserve evaluators attached to operational squadrons for the purpose of maintaining CMR/BMR qualifications report to, and are rated by, 14 AF/OV. ANG evaluators will continue to report to and be rated by their ANG squadron leadership.

9.2. (Added) SET Ratings. All squadrons are given a rating. Ratings are based on a five-tier rating system as defined in **paragraph 9.2.1.1. (Added)** through **paragraph 9.2.1.5. (Added)** Ratings for contractor-operated units are outlined in **paragraph 9.2.2. (Added)** through **paragraph 9.2.2.3. (Added)** Each overall area assessed will be given a rating. Sub-areas receive a subjective score that contributes to the overall area rating. This sub-area score will not be reflected in the final report. A squadron's final rating will be based on the compilation of all areas IAW **paragraph 9.3. (Added)** An operations group rating will be given based on group programs and, when evaluators are assigned, evaluations. An overall operations group rating will be provided based on consolidation of squadron and group results. Where inspections must be spread out over a period of time, the group ratings will be provided during the SET inspection of the group. The overall rating will be computed using subordinate squadron results added to group results.

9.2.1. (Added) Any squadron receiving a Marginal or Unsatisfactory rating in Mission Effectiveness will receive a re-evaluation from their respective OGV within six months of the SET inspection. The five tiers are defined as follows:

9.2.1.1. (Added) Outstanding: Performance and procedures in effect were nearly error-free and far exceeded all requirements. Serves as a model, which others should emulate.

9.2.1.2. (Added) Excellent: Performance and procedures in effect exceeded requirements and enhanced overall effectiveness.

9.2.1.3. (Added) Satisfactory: Performance and/or operations met mission requirements. Procedures and activities were carried out in an effective and competent manner. Resources and programs were efficiently managed. Minor deficiencies may have existed; however, they did not impede or limit mission accomplishment.

9.2.1.4. (Added) Marginal: Most requirements were met, but not in full compliance with directives. Performance and the effectiveness of the program were degraded by deviations from procedures.

9.2.1.5. (Added) Unsatisfactory: Deviations or omissions caused the function evaluated to be non-effective. Little compliance with appropriate directives was evident.

9.2.2. (Added) Ratings are given to contractor-operated units, but are not meant to endorse or disparage the quality of service provided by the contractor. Ratings are based on a three-tier rating system. SET inspections will be limited in scope, focusing on whether operational requirements are being met based on the Statement of Work (SOW) or the Performance Work Statements (PWS). Additionally, the SOW/PWS will be evaluated to ensure it meets the operational requirements and objectives of the 14 AF and the unit's mission. Each overall area assessed will be given a rating. Sub-areas receive a subjective score that contributes to the overall area rating. This sub-area score will not be reflected in the final report. The unit's final rating will be based on the compilation of all areas. 14 AF/OV will coordinate these inspections with the applicable wing contractor oversight function to ensure no contractual interference. 14 AF/OV will augment teams, as needed, with qualified personnel experienced with contract oversight requirements. The three tiers are defined as follows:

9.2.2.1. (Added) Meets Standards: Performance and procedures in effect met or exceeded requirements and enhanced overall effectiveness.

9.2.2.2. (Added) Meets Standards with Comments (W/C): Performance and/or operations met mission requirements. Procedures and activities were carried out in an effective and competent manner. Major or minor deficiencies, or Areas for Improvement may have existed at the Detachment, Squadron or above; however, they did not impede or limit mission accomplishment.

9.2.2.3. (Added) Does Not Meet Standards: Deviations or omissions caused the function evaluated to be non-effective. Little compliance with appropriate directives was evident.

9.2.3. (Added) The status of all problem findings must be reported to 14 AF/OV via memorandum every 30 calendar days from the date the draft report is provided to the agency at the inspection outbrief. Continue to report the status of all problems until they are resolved and closed. The memorandum will include, at a minimum, actions being taken to correct the problem and an estimated completion date.

9.3. (Added) SET Scores. For SET inspections, Mission Effectiveness contributes 75% towards the total score, while Program Effectiveness makes up the remaining 25%. 14 AF/OV may adjust the rating formula based on the number of crews, areas inspected, and overall mission of the inspected unit. For SET inspections of contractor-operated units, the 14 AF/OV the rating formula is based on the inspected areas and overall mission of the inspected unit.

9.4. (Added) SET Review Periods. 14 AF uses existing HHQ instructions, their corresponding supplements, HHQ inspection checklists, and unit-developed scenario scripts to validate compliance with established standards. SET inspectors will review program documentation going back a minimum of one year. Where documentation is maintained for longer than one year, the SET will inspect a maximum of three years worth of documentation. Reviews by the SET include but are not limited to the following areas:

9.4.1. (Added) Program Effectiveness. Applicable group and squadron programs falling under the areas of Crew Force Management, Mission Ready Training, Operations Stan/Eval, and HIIs. Areas/sub-areas inspected will include at a minimum the following or as directed by the Team Chief. Crew Force Management: Crew Information File, DNIF program, Operations Review Panel, Operations Review Board, Checklists/TO, and Temporary Procedures. Stan/Eval: IQFs, evaluator training, evaluation scripts, and evaluation prep/conduct. Training: IQFs, UQT, RQT, instructor training, and training scripts. Group inspection and oversight programs will also be reviewed during group level visits. Additional areas inspected, as requested by Wing or Group Commanders (e.g., Weather, Spacelift Maintenance), will count toward a unit's overall rating under Program Effectiveness.

9.4.1.1. (Added) High Interest Items (HIIs): HIIs are determined by 14 AF and are effective for a specified period of time. 14 AF/OV will notify subordinate units within 30 working days of newly established HIIs. HIIs are normally based on existing requirements as outlined in policy and guidance documents. If HIIs are established less than three-months prior to a scheduled inspection and involve newly established requirements, 14 AF/OV will coordinate with the affected units to determine whether the HIIs will be reviewed. 14 AF may develop self-inspection checklists (if acceptable checklists do not already exist) to review HIIs and distribute them to affected units. HIIs will be coordinated with ANG/XOI and AFRC/DOV to determine if they are applicable to ANG units and reserve units, respectively.

9.4.2. (Added) Mission Effectiveness. Evaluations will be administered to CMR personnel during inspections. As a goal, 20-35% of CMR personnel at active duty units (20-25% for ARC) will be evaluated. Lower percentages may be warranted in cases where other limiting factors exist.

9.4.2.1. (Added) 14 AF/OV controls all phases of development of evaluation scripts. Additionally, scripts must be handled through Trusted Agent channels at all times. Evaluation scenarios will be based on mission tasks to reflect the unit's ability to accomplish their assigned mission. Units will develop scripts as

Special Evaluations. Off-the-shelf unit evaluation scripts, which meet task requirements, may be used when approved by 14 AF/OV. Units are given a minimum of 30-days notice regarding any new or changed task requirements. If required to attain 20-35% crew force percentages, 14 AF/OV may conduct some or all of the evaluations in the six months prior to the inspection visit. 14 AF/OV will coordinate these evaluations with the affected organizations. Units will provide 14 AF/OV with crew schedules IAW T-30 day message. 14 AF/OV will select crewmembers to be evaluated and maintains final approval authority on evaluatees.

9.4.2.2. (Added) 14 AF/OV evaluators, unit evaluators (OGV/DOV) or some combination of both conduct all evaluations. The SET will conduct an over-the-shoulder observation for any positions that are evaluated by unit Stan/Eval (OGV/DOV). All phases of the evaluation may be observed including evaluation preparation and conduct. Additionally, the unit will provide a 14 AF Form 6 (for each crewmember evaluated) to the SET for review/approval prior to debriefing the results to the crew. 14 AF/OV will have final authority on all errors assessed. An assessment regarding evaluator performance will be determined and will contribute to the Operations Stan/Eval Program rating.

9.4.3. (Added) Mission Operations. Mission operations will be reviewed during scenarios, observation of real world operations (on a non-interference basis), as well as a review of archival information (i.e., unit logs).

9.4.4. (Added) 14 AF/OV may review results of recent inspections (as applicable) or activities a squadron/group has been involved in to determine additional areas, if any, to be inspected. They are as follows:

9.4.4.1. (Added) TEMAP or other sources, which identify recent training, evaluation, or operations trends.

9.4.4.2. (Added) Inspector General (IG) reports and other inspection-related reports (e.g. OST).

9.4.4.3. (Added) Operational Review Panel (ORP) minutes.

9.4.4.4. (Added) Operations Review Board (ORB) minutes.

9.5. (Added) SET Inspection Results: 14 AF/OV will out-brief final inspection results to key leadership and staff. The formal report is provided to the unit prior to the team's departure. Administrative corrections may be made during coordination before the report is published. The report becomes official upon approval by the 14 AF/CC. The report will consist of the following areas:

9.5.1. (Added) An executive summary providing the purpose of the inspection, a short description of the unit's mission, overall observations of the unit, and an assessment of the unit's overall mission readiness.

9.5.2. (Added) Section I, Unit Ratings: This area includes a rating tier definition, a summary of the unit's ratings with the overall assessment, and the assessment for each area inspected. Sub-areas are not rated.

9.5.3. (Added) Section II, Assessment Findings: The unit's write-ups (excluding HIIs) are listed in this area. Findings are broken down into the following categories: Problems, Areas for Improvement, Strengths, and Commendables. Listed under each category is the category definition and write-ups, if any, for each mission/program area. Recommendations are provided as suggested courses of action for correcting Problems or Areas for Improvement.

9.5.3.1. (Added) Problems. Areas or programs not in compliance with applicable instructions or HHQ guidance. Corrective action for all problems will be reported in squadron and group/wing ORP minutes for tracking purposes. All identified problem areas will be validated with squadron or group functional

areas prior to publishing the final report. Criticalities may be assigned to problems based on available checklists or the determination of the 14 AF/OV.

9.5.3.2. (Added) Areas for Improvement. Areas or programs not in conflict with any instruction or HHQ guidance but may require further consideration.

9.5.3.3. (Added) Strengths. A process or activity identified by the inspection team that enhances the quality and effectiveness of a specific program. Team members will give a short description of the inspected office/section/element/personnel, if deserving.

9.5.3.4. (Added) Commendables. Programs that should be considered for implementation by other squadrons or groups.

9.5.4. (Added) Section III, Crew Evaluations/Mission Operations: Contains a summary of each observed crew evaluation or mission operation. Lists qualification rating by crewmember position for each evaluation with a short description of the individual's performance. Observed mission operations will also be listed here.

9.5.5. (Added) Section IV, High Interest Items: Lists the HIIs' overall rating, with a short description for each sub-area inspected. Problems and Areas for Improvement will also be identified with recommendations, as applicable.

9.5.6. (Added) Section V, Additional Information: Identifies Outstanding Performers (Individuals who displayed excellence while under evaluation or observations of mission operations.), Outstanding Contributors (Individuals who displayed excellence in areas other than crew performance or mission operations), and any other pertinent information deemed necessary by 14 AF/OV.

9.5.7. (Added) 14 AF/OV distributes the report to HQ AFSPC IG/XOT, 20 AF/DOMV, NGB/IG, NGB/XO, HQ AFRC/DO, 10 AF/DOT, and associated wing/group agencies. SAV reports will only be distributed to the inspected wing/ group/squadron.

9.6. (Added) Staff Assistance Visits (SAV). 14 AF/OV may perform an SAV at the request of the wing or operations group CC. A SAV will be conducted in the same manner as a SET. SAVs do not assign ratings or criticalities. A SAV is used by the wing/operations group to evaluate their unit's progress in achieving their stated goals. 14 AF does not consider a SAV a graded inspection.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AFR—Area for Review

APOE—Annual Plan of Evaluation

DNIF—Duties Not Including Flying

EODET—Early Orbit Determination

HII—High Interest Item

IOA—Initial Operational Assessment

IOC—Initial Operational Capability

IPOI—Initial Plan of Instruction

L&PI—Launch and Predicted Impact

MFR—Memos for Record

MWC—Missile Warning Center

OPSCAP—Operational capability

PA—Public Address

SET—Standardization Evaluation Team

SOI—Space Object Identification

TEMAP—Training Evaluation Metrics Analysis Program

Terms

Annual Plan of Evaluation (APOE)—A guide to the minimum recurring evaluations conducted for the entire crew force (by duty position) during a 12-month period.

Area for Review (AFR)—An identified deficiency in a task/subtask that exceeds a predetermined rate based on the number of exposures during the reporting period.

Chief of Standardization and Evaluation—Refers to the chief of Operations Group Stan/Eval or Unit Chief of Stan/Eval. NAF and/or wings will determine association and application of their term for their respective units.

Command and Control Agency—A medium through which a properly designated CC exercises "authority and direction over assigned forces in the accomplishment of the mission." The term "agency" is not limited to Space AOC, wing operations centers and command posts, but includes any organization or individual(s) within the Air Force Space Command chain of reporting.

Course of Action (COA)—Corrective action taken to resolve a TEMAP AFR or Trend.

Dual-position Certified—Term used to denote an individual who is CMR in more than one duty position and the tasks are either identical for both positions, or when one position's tasks are a complete subset of

the other duty position.

Evaluation Augmentees—Personnel who support an evaluation as a member of the crew but are not under formal evaluation. Evaluation Augmentees provide information and assistance to evaluatees at the level normally expected during real-world day-to-day operations.

Multi-position Certified—Term used to denote an individual who is CMR in more than one duty position and the tasks for one position are not a subset of another duty position.

No-notice Evaluations—Evaluations conducted at least 1 month prior to the delinquency date. Only two types of evaluations may be deemed No-notice: Recurring evaluations or Special evaluations that don't establish a delinquency date and are not related to a previous evaluation.

Normal Crew Support—Providing information and assistance at the level one expects during real-world day-to-day operations.

Operational Deficiencies—Documented personnel or "procedural" deviations during performance tests/ real-world operations, and/or frequently missed test questions.

Outstanding Contributor—Individuals who displayed excellence in areas other than crew performance or mission operations.

Outstanding Performer—Individuals who displayed excellence while under evaluation or observation of mission operations.

Scenario Support Personnel—Individuals who support an evaluation, but are not evaluators or evaluation augmentees. Scenario Support Personnel may have a copy (or a subset) of the script and respond to evaluation inputs. They provide external agency inputs as scripted in the scenario.

Script Exposure—Persons are "exposed" to a script when they review a script for technical accuracy or participate in a performance test as an evaluator, evaluatee, evaluation augmentee, or support personnel.

Trend—A Trend is any deficiency identified across two or more units (group level), or an AFR that is identified a second time during a one-year period (group/squadron level).

Attachment 2 (Added)

INSTRUCTIONS FOR COMPLETING THE 14 AF FORM 14, TRAINING REPORT (TR) (ADDED)

Purpose: Use to document performance scenarios given as part of Unit Qualification Training (UQT), Recurring Training (RT), Individual Training (IT), Upgrade Training and Supplemental Training (ST).

Note: Use the following guidance to complete the TR. The 14 AF Form 14 is available electronically at **http://vepdl.vandenberg.af.mil**. All dates entered electronically are required to be in the "YYYYM-MDD" format. Dates that are written in may be in the DD MMM YY format if desired.

A2.1. (Added) Block 1: Unit. Document unit student is assigned to.

A2.2. (Added) Block 2: Date. Document date of training scenario.

A2.3. (Added) Block 3: Student. (Name, Rank and Crew Position). Units may add the system in which the student is training in before annotating their crew position. Example: "SSgt Cybil M. Thompson, GPS SSO".

A2.4. (Added) Block 4: Instructor. (Name, Rank and Position instructing). Units may add the system in which the instructor is certified to train in before annotating their crew position.

A2.5. (Added) Block 5: Training Type. Put an "X" in the appropriate block.

A2.6. (Added) Block 6: System. Put an "X" in either Real World or Off-Line to annotate which system the training was conducted on. If conducted as a multiphase training scenario, each phase will have a separate TR completed. If training is conducted on both systems as part of the same scenario, units may place an "X" in both blocks.

A2.7. (Added) Block 7: Overall Rating. Put an "X" to annotate the overall rating being given for the scenario.

A2.8. (Added) Block 8: Training Script. Document the title, version, and date of approval of the script used.

A2.9. (Added) Block 9: Support Crew. (Optional entry) Document the names (Rank, Name, Position) of any additional crewmembers that supported the training scenario.

A2.10. (Added) Block 10: Tasks Covered. (Mandatory entry) Enter all task/subtasks trained for IT. (Optional entry) For all other types of training, enter all tasks/subtasks covered during the training scenario, including tasks/subtasks that were not scripted but were accomplished by the instructor.

A2.11. (Added) Block 11: Proficiency Rating Guide. This guide will be used to approximate the performance of the student during the training scenario. Proficiency Rating. Put an "X" in one block (1-5) in each of the categories (Crew Coordination, Checklist Discipline, Prioritization, Status Monitoring, System Knowledge, and Situational Awareness) to annotate the proficiency displayed by the student during the training scenario.

A2.12. (Added) Block 12: Instructor Comments. Instructors are expected to make constructive comments about the student's performance. Ideally, comments should include both the strengths and weaknesses of the student. Additionally, the instructor may recommend either Self-Study or IT by placing an "X" in the applicable block. Annotate in written comments for which deficiency codes Self-Study and/or

IT is being recommended. No follow-up actions are required as a result of a Self-Study recommendation. Note: Instructor comments are mandatory for all Training Reports with an overall rating of "UNSAT".

A2.13. (Added) Block 13: Student. Signature block.

A2.14. (Added) Block 14: Instructor. Signature block.

A2.15. (Added) Section II – Corrective Actions. This block will only be used if corrective actions are being directed. The Squadron/Detachment CC or Operations Officer/Detachment Chief will initial and date the appropriate block to direct IT. Additionally, the Squadron/ Detachment CC or Operations Officer/ Detachment Chief may place the student on Restricted Status and/or direct a Special Evaluation be given as appropriate. Note: IAW AFSPCI 36-2202 paragraph 3.4.2, if the student does not successfully complete the scenario, or is placed in Restricted Status, IT is mandatory.

A2.16. (Added) Block 15: Comments. This block is intended for Squadron/Detachment CC, Operations Officer/Detachment Chief use. Use when directing IT, Restricted Status and/or a Special Evaluation. Additionally, document any comments the CC, Operations Officer/ Detachment Chief may feel appropriate.

A2.17. (Added) Coordination. Coordination is required on all 14 AF Forms 14. Minimum coordination required in the event no corrective actions are directed (or self-study only) is Chief of Training, and the student's supervisor. The NCOIC of Training or the senior instructor for the applicable weapon system may coordinate if the Chief of Training is unavailable. If the individual's supervisor is unavailable (leaves, TDYs, deployment, etc.) the Flight/Crew Commander may coordinate, as the unit deems appropriate. Supervisor signatures are only required for Operations Officers/Detachment Chiefs and below. If IT, Restricted Status or a Special Evaluation is directed, all coordination will be completed.

A2.18. (Added) Section III – Deficiencies. This section is used to document training deficiencies noted and attributed to the student. There are four areas to complete.

A2.18.1. (Added) JPR: Document the appropriate JPR for the deficiency committed.

A2.18.2. (Added) C/L: Document the Checklist number (give the step if applicable) the deficiency is being assessed against.

A2.18.3. (Added) Description of Event: Give a concise description of how the deficiency occurred.

A2.18.4. (Added) Document the Deficiency Code attributed to the deficiency.

A2.19. (Added) Block 16: Student Comments. Students may make comments regarding any part of the training scenario in this block.

A2.20. (Added) Deficiency Codes. A description of each deficiency code is given in this area for reference by the instructor.

Attachment 3 (Added)

**INSTRUCTIONS FOR COMPLETING THE 14 AF FORM 6, CORRECTIVE ACTION
WORKSHEET (CAW) (ADDED)**

Purpose: Use to document crew member evaluation performance scenarios, including Initial, Upgrade, Recurring and Special evaluations.

Note: Use the following guidance to complete the CAW. The 14 AF Form 6 is available electronically at **http://vepdl.vandenberg.af.mil**. All dates entered electronically are required to be in the "YYYYM-MDD" format. Dates that are written in may be in the DD MMM YY format if desired.

A3.1. (Added) Block 1: Unit: Document the Unit the Evaluatee is assigned to.

A3.2. (Added) Block 2: Evaluatee. (Name, Rank and Crew position). Units may add the system in which the evaluatee is being certified in before annotating their crew position. Example: "SSgt Cybil M. Thompson, GPS SSO".

A3.3. (Added) Block 3: Evaluator. (Name, Rank and Position Evaluating) Units may add the system in which the evaluator is certified in before annotating their crew position.

A3.4. (Added) Block 4: Evaluation Type. Put an "X" in the appropriate block. If checking the Special block, give the reason for the evaluation in the "Evaluator Comments" block. For BMR one-time observations check the "Observation" block.

A3.5. (Added) Block 5: System. Check either Real World or Off-Line to annotate which system the evaluation was conducted on. If the evaluation is a multiphase evaluation each phase must be documented on a separate CAW. If the evaluation is conducted on both systems as part of the same scenario units may place an "X" in both blocks.

A3.6. (Added) Block 6: Rating. Highly Qualified (HQ), Qualified (Q) and Unqualified (UQ).

A3.7. (Added) Block 7: Evaluation Date. Document the date of the evaluation. Use Phase I block for a single phase evaluation. If you're documenting Phase II of a multiphase evaluation document the date Phase I was given. The delinquency date will be established from the date of final phase of the evaluation. If you're documenting Phase I of a multiphase evaluation leave the delinquency date blank. If no new delinquency date will be established as a result of the evaluation, fill in the most current delinquency date for the evaluatee. For BMR observations enter "N/A" in the "Delinquency Date" block. Additionally, put an "X" in the "No Notice" block if the evaluation met the requirements for one.

A3.8. (Added) Block 8: Evaluation Script. Document the title, version and date of approval of the script used.

A3.9. (Added) Block 9: Tasks Covered. Enter all tasks/subtasks covered during the evaluation, including tasks/subtasks that were not scripted but were accomplished by the evaluatee.

A3.10. (Added) Block 10: Evaluator Comments. If a Special evaluation was given, state reason why. Evaluators are expected to make constructive comments about the evaluatee's performance. Ideally, comments should include both the strengths and weaknesses of the evaluatee. Recommend IT and/or Restricted Status for major errors, or other deviations in which the evaluatee had difficulty, by placing an "X" in the appropriate box. Annotate in written comments for which deficiency codes IT is being recommended. Note: Evaluator comments are mandatory for all evaluations rated as "Unqualified".

A3.11. (Added) Block 11: Evaluatee signature block.

A3.12. (Added) Block 12: Evaluator signature block.

A3.13. (Added) Section II – Corrective Actions. This block will only be used if corrective actions are being directed. The Squadron/Detachment CC, Operations Officer/Detachment Chief will initial and date the appropriate block to direct IT. Additionally, the Squadron/Detachment CC, Operations Officer/ Detachment Chief may place the evaluatee on Restricted Status and/or direct a Special Evaluation be given as appropriate.

A3.14. (Added) Block 13: Comments. This block is intended for Squadron/Detachment CC, Operations Officer/Detachment Chief use. Use when directing IT, Restricted Status and/or a Special Evaluation. Additionally, document any comments the Squadron/Detachment CC or Operations Officer/Detachment Chief may feel appropriate.

A3.15. (Added) Coordination. Coordination is required on all 14 AF Forms 6. Use the coordination blocks, at the bottom of the form, to have the appropriate individuals coordinate. The NCOIC of Stan/Eval or the senior evaluator for the applicable weapon system may coordinate if the Chief of Stan/Eval is unavailable. Notify training section for coordination of deficiencies within 3 days of the evaluation. The NCOIC of Training, or the senior instructor for the applicable weapon system may coordinate if the Chief of Training is unavailable. If the individual's supervisor is unavailable (leaves, TDYs, deployment, etc.) the Flight/Crew Commander may coordinate, as the unit deems appropriate. The Squadron/Detachment CC or Operations Officer/Detachment Chief for the system where the evaluation was administered will always coordinate on the Form 6.

A3.16. (Added) Section III – Deviations. There are four areas to complete under deviations.

A3.16.1. (Added) JPR: Document the appropriate JPR for the deviation committed.

A3.16.2. (Added) C/L: Document the Checklist number (give the step if applicable) the deviation is being assessed against

A3.16.3. (Added) Description of Event: Document the criticality of the deviation first (in all CAPS). Following the criticality give a concise description of how the deviation occurred.

A3.16.4. (Added) DC: Document the Deficiency Code attributed to the deviation.

A3.17. (Added) Deficiency Codes. A description of each deficiency code is given in this area for reference by the evaluator.

Attachment 4 (Added)

TEMAP REPORT (EXAMPLE)

MEMORANDUM FOR 14 AF/OV

FROM: 21 OG/CC or OG/CD

775 Loring Ave, Ste 233

Peterson AFB, CO 80914-1296

SUBJECT: TEMAP Report for 1st Quarter 03

1. Based on the OG performance results for the quarter, units have two Areas for Review (AFRs), and one Trend. The OG has one Trend due to similar errors occurring at two units and one unit Trend. Additionally there was one real-world deficiency. We have analyzed stimuli and responses for each AFR and Trends, and concur with unit assessments and corrective actions. HHQ assistance is not required.

2. If you have any questions, please contact my TEMAP POC, MSgt Joe David, 21 OG/OGV, at DSN 999-9999.

MICHAEL E. MICHAEL, Colonel, USAF

Commander

Attachment:

21 OG 1st Qtr 2003 TEMAP Report

cc:

Squadron CCs

A4.1. (Added) Additional Instructions for completion of Memorandum for 14AF/OV.

A4.1.1. (Added) Use the following guidance for completing a TEMAP report to 14 AF/OV. Groups may direct different format for squadron to group reports. The report is broken into four sections: Section I is

the Group CC or Deputy Group Commander memorandum, Section II is the AFR table, Section III is the Trend table and Section IV is the real-world deficiencies table.

A4.2. (Added) Sections II, III and IV.

A4.2.1. (Added) Unit - (self-explanatory).

A4.2.2. (Added) Task - identify the task/subtask as needed

A4.2.3. (Added) Name - name of task/subtask.

A4.2.4. (Added) DEFIC CODE. Deficiency Codes are designators used to distinguish an AFR, Trend or real-world deficiency by its cause (see AFSPCI 36-2202, Chapter 2). List all applicable codes for deficiencies with multiple causes.

A4.2.5. (Added) COA. - Identify the error and COA. Identify if action applies to crew committing error, or entire crew force. Provide a rationale in the COA block when the group or squadron determines a Trend does not require a COA beyond IT.

Table A4.1. (Added) Section II: Area for Review - Example

UNIT	TASK	NAME	DEFIC CODE	COA
7 SWS	D02A	Perform Launch Activity	DC02	Error: Crews failed to correctly process event. COA: Crews received IT.
2 SWS	C01A	Perform Site Report Actions	DC02	Error: Crews incorrectly performed site reporting. COA: Crews received IT.

Table A4.2. (Added) Section III: Trends - Example

UNIT	TASK	NAME	DEFIC CODE	COA
10 SWS	B10	Perform Severe Clutter Procedures	DC01	Error: Crews failed to correctly process severe clutter checklist steps in correct order. COA: Unit CCs have directed ST for all crewmembers.
18 SPSS	C01C	Perform U/I Site Report Actions	DC01	Error: Crews incorrectly performed site reporting over two quarters . COA: Revise training materials and stress subtask during RT.

Table A4.3. (Added) Section IV: Real-World Deficiency - Example

UNIT	SUBTASK	NAME	DEFIC CODE	COA
7 SWS	C05D	Perform Analyst ELSET Procedures	DC07	Error: Member failed to build a keyed chaser STF for a Cat 1 object that dropped track prior to obtaining minimum required observations. COA: IT and Special eval directed.

Attachment 5 (Added)

SCRIPT FORMAT (ADDED)

A5.1. (Added) This guidance applies to both training and evaluation scripts. All of the following items are required; however, actual format may vary.

A5.1.1. (Added) Task Number. Document the area, task, and subtask, as applicable.

A5.1.2. (Added) Event Time. Enter the actual scenario time for each event.

A5.1.3. (Added) Event Description. Enter the task description from the JPRL. Include crew position check boxes. List each duty position responsible for performing tasks/subtasks related to each stimulus. Check off each crew position when the applicable degree of proficiency has been observed.

A5.1.4. (Added) Initiation/Response Agency. Identify person(s) associated with specific actions, including evaluatees, evaluators, sim-switch, and evaluation augmentees.

A5.1.5. (Added) Actions. Include Training and Evaluation Performance Standards (TEPS) levels, timing standards associated with a Level A TEPS (if the timing standard is not applicable, label as "Level A (timing standard does not apply)"), checklist number, and expected evaluatee actions. Identify the beginning and end of multiple inputs with the appropriate phrase; (e.g., "**Begin Multiple Input**" or "**End Multiple Input**").

A5.2. (Added) Scripts may be printed on a portrait or landscape format.

Table A5.1. (Added) Controlled Evaluation Material

SCENARIO WORKSHEET	TITLE CMDR UPGRADE B	DATE 6 Nov 03	UNIT 6 SWS	Page 3 of 12
TASK NO.	EVENT TIME	EVENT DESCRIPTION	INITIATION RESPONSE AGENCY	ACTIONS
B01B	15:32:00	Submit EMI Report __ CMDR __ CCH	CMDR	Level C Call WOC and pass pertinent information via secure means.
A03A	15:40:00	Respond to Accident/Injury/ Illness (Unconscious crewmember) __ CMDR __ CCH __ SCO	Sim switch CMDR Evaluator	Calls CMDR: "Sir, this is the on-coming SCO. I am outside the ops facility. Your CMDR relief just collapsed outside of the building. He's unconscious." Level A (Within 10 minutes of receipt of indications): C/L 3-1 ___ Reference Accident/ Injury checklist ___ Obtain information ___ Direct first aid application ___ Request assistance ___ Direct safing operations START _____ STOP _____ TIME _____

SCENARIO WORKSHEET	TITLE CMDR UPGRADE B	DATE 6 Nov 03	UNIT 6 SWS	Page 3 of 12
A03B	15:51:00	Respond to Severe Weather/ Natural Disaster Notifications (Thunderstorm) __ CMDR __ CCH __ SCO	MMCO sim CCH	Calls CCH and states: "Base Weather just called with the following advisory…A severe thunderstorm warning has been issued. Lightning, hail and strong winds gusting to 50 knots are possible." Level A (Within 10 minutes of receipt of indications): ___ Reference Severe Weather checklist ___ Make notifications ___ Direct/coordinate equipment configurations
E01	16:02:00	Respond to Fire/ Overheat Indications (Equipment overheat) __ CMDR __ CCH __ SCO	Evaluator CCH	**Begin Multiple Input** *NOTE:* Once CCH has completed equipment configurations, provide input card A. CARD INPUT to CCH: "You smell smoke coming from the panel to which the evaluator is pointing." Level A (Within 2 minutes of initial indications): ___ Direct/Electrically isolate affected equipment ___ Make notifications

DWIGHT J. MILLER, Col, USAF
Vice Commander